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CM/ECF	Chapter II
	Case Opening
External User's Guide	Section 1.4.4
U.S. Bankruptcy Court, Southern District of Florida	Corporate Ownership Statement

IV. <u>File Corporate Ownership Statement.</u>

- STEP 1 Select **Bankruptcy** from the main menu.
- STEP 2 The **Bankruptcy Events** screen will display. Click **Other**...
- STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

- STEP 4 **Verify the identity of the case**. If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**
- STEP 5 The **Miscellaneous** screen will display. Select **Corporate Ownership Statement**. Use the drop down list to locate the selection, or click on the "c" key repeatedly until the selection appears. Click **Next**.
- STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.
- STEP 7 The **PDF Document Selection** screen will display.
 - ◆ Click Browse to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select Open to view the image. Once verified, double-click the PDF file or click Open to select and associate it with the docket entry.
 - ♦ The Attachments to Document option defaults to No. Click Next.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "Attachments to Documents" for instructions on how to file attachments. Click **Next**.

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External User's Guide

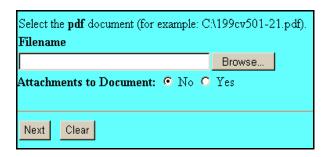
U.S. Bankruptcy Court, Southern District of Florida

Chapter II

Case Opening

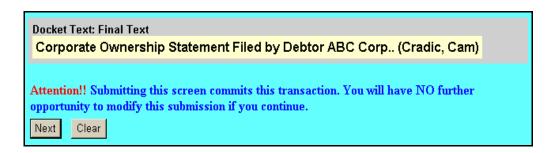
Section 1.4.4

Corporate Ownership Statement



CRITICAL ISSUE - The image MUST be viewed <u>before</u> attaching it to ensure that it is the correct document.

- STEP 8 Click **Next** at the following confirmation screen.
- STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which** commits the transaction. Click **Next**.



- STEP 10 **Notice of Electronic Filing (frequently referred to as the NEF)** This is the verification that the document has been filed electronically.
 - ♦ The NEF will be served upon all case participants authorized to receive electronic service.
 - To view the court docket and/or notice, click on the case/docket number hypertext link and the system will prompt the user for a PACER login.